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3 March 1952

MEMORANDUM TO: AD SO  
AD PC  
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AD CO  
Acting Personnel Director  
Chief, AS(S)

FROM: DD/A

SUBJECT: Overseas Contractual Employment of Wives of  
Agency Employees and Contract Agents

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1. The overseas contractual employment of wives of individuals engaged by CIA in any capacity will be allowed only when the circumstances show that such employment will be of definite advantage to the Agency.

2. It has proven to be generally ill-advised to employ wives in positions subordinate to, or in the same organizational unit or project as, their husbands, because of the adverse morale effect on other employees and the implications of favoritism in such employment. Special attention should be given to evaluating the merits of employment where this relationship would exist.

3. When it is proposed to employ a wife under any of the conditions above, a written justification will be prepared and attached to the "Information and Check List." These will be submitted to the contract-approving officer of the Office concerned and the Special Contracting Officer for their review and approval prior to execution of a contract.

4. The written justification will contain at least the following

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information:

(a) The need at the field installation for employing an additional person.

(b) The need at the field installation for employing, as proposed, the wife of the employee, with the reasons why:

(1) a staff employee from the U. S. cannot or should not be provided;

(2) someone other than the wife of an employee cannot be recruited locally;

(3) the proposed employment must be by contract rather than appointment.

(c) The exact nature of the services the individual concerned will render, her qualifications, and the cover under which she will perform such services.

5. Except in extraordinary circumstances the contract will provide for compensation on the basis of an hourly rate of pay consistent with the type of work performed and payment will be based on actual services rendered. In addition, no cost-of-living, quarters or post differential allowances will be paid unless clearly warranted in accordance with the standards prescribed for appointed employees of the Agency.

6. In order to implement this uniform policy it is imperative that all current contracts involving overseas employment of wives be reviewed at the earliest possible opportunity and the above procedure be followed so that appropriate changes in the contracts may be effected.

Deputy Director (Administration)